

Certificate of Supervisory Essentials

Program Overview

The Certificate of Supervisory Essentials (CSE) focuses on the most important statutes, regulations, policies, procedures, and best practices for supervisors employed by the Commonwealth of Kentucky to follow.

Program Benefits

Participants benefit by gaining an awareness of the extensive regulatory framework within which the Commonwealth complies. This heightened awareness can help the supervisor steer clear of such potential workplace problems as below-standard employee performance, workplace harassment/discrimination, poor hiring choices, and many more issues.

Curriculum

- Overview of the Merit System*
- Hiring and Selection Process: Best Practices
- Managing Employee Performance*
- Employee Discipline and Documentation
- Fundamentals of Safety and Health*
- Workplace Violence Prevention for Supervisors*
- Anti-Harassment
- Embracing Diversity in the Workplace
- Executive Branch Ethics*
- Valuing Employee Input*
- Career Development/CSE Orientation (must be taken within first month of program enrollment)

* indicates course is available online

Target Audience

The Certificate of Supervisory Essentials is for Executive Branch employees who are currently in supervisory positions or aspire to attain a supervisory role.

Application Process

Applications are available through ODET's website. Candidates can apply for enrollment during one of two periods each year: June 1-30 or December 1-31. Classes can be taken prior to the enrollment process, given that all courses are completed within a 2-year time period. Candidates must have the approval of their first-line supervisor in order to participate.

Time Limit

All courses (including the assessment) must be completed within 2 years of acceptance into the program.

Assessments

Assessments are designed to demonstrate the application of knowledge learned in workshops. Assessments focus on the application of key competencies and theories in the workplace. A study guide designed to assist the candidate in identifying those key elements will be provided **upon enrollment** into the program.

Once a candidate has completed all courses, they will register to take the assessment by emailing ODET staff (through the csequestions mailbox), who will ensure that a candidate has completed all course requirements prior to enrolling the candidate for the assessment. Seating will be limited to 51 persons for testing sessions (17 per classroom, 3 available rooms).

In order to receive the CSE a candidate must receive a grade of 80% or better on the assessment. A candidate may take the assessment up to 3 times. After 3 failed tries, the candidate must re-enroll in the program and repeat all of the courses.

The assessment will be proctored and timed. Candidates will have 60 minutes to complete the assessment.

Course Credit

All credit will be documented in KELMS.

Credit for Prior Learning

Beginning Summer 2015, credit will only be awarded for courses taken up to 1 year prior to enrollment.

Substitutions

Classes created by agencies may, in some instances, substitute for the required class. Determinations on substitution will be made by ODET staff and other subject matter experts. Questions regarding substitutions should be directed to ODET.

Candidate Support

Candidates should work with their agency's training coordinator to enroll in required classes. The ODET staff will provide information and assistance to candidates upon request.

ODET sends an email confirming enrollment in a workshop. Candidates are expected to keep their KELMS email address updated by making revisions in KHRIS as necessary. KELMS correspondence will include specific workshop locations and parking instructions.

Online courses are provided through KELMS. If a candidate has issues with online class functionality, they should contact KELMS DSC Group or their agency's technical staff for assistance.

Exceptions

ODET recognizes that circumstances arise which make it difficult for candidates to complete the requirements within the time allotted. Exceptions to time limits must be requested in writing by the candidate and accompanied with appropriate documentation to justify the need. They will be reviewed and approved on a case-by-case basis by ODET.